



City of Bismarck
Community Development Department
Planning Division
Phone: 701-355-1840 • FAX: 701-222-6450 • TDD: 711
PO Box 5503 • Bismarck, ND 58506-5503
planning@bismarcknd.gov

Last Revised 03/09/17

Downtown Programs Application

NOTE: ALL FUNDING REQUESTS MUST BE APPROVED BEFORE A QUALIFYING EVENT OCCURS (REHABILITATION, OCCUPATION, ETC.)

Application submitted for (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Downtown Design Review | <input type="checkbox"/> Renaissance Zone Designation |
| <input type="checkbox"/> CORE Incentive Grant Program | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Façade Incentive Grant Program | <input type="checkbox"/> Purchase with Major Improvements |
| <input type="checkbox"/> Technical Assistance Bank Grant Program | <input type="checkbox"/> Rehabilitation |
| <input type="checkbox"/> Housing Incentive Grant Program | <input type="checkbox"/> Commercial Lease |
| <input type="checkbox"/> Sidewalk Subsurface Infill Grant Program | <input type="checkbox"/> Primary Residential |

APPLICANT	
Name:	
Mailing Address:	

CONTACT PERSON (IF DIFFERENT THAN APPLICANT)	
Name:	
Mailing Address:	

PARCEL INFORMATION					
Street Address:					
Legal description: (Lot, Block, Addition)					
Current Property Owner: (if different than applicant)					
Current Use of Property:					
Parcel Size (Square feet):		Existing Building Area (SF):		Existing # of Stories:	

Is this property listed on or a contributing structure to the National Register of Historic Places? ☐ Yes ☐ No

Do you intend to apply for a Historic Preservation Tax Credit in conjunction with this project? ☐ Yes ☐ No

PROJECT INFORMATION			
Total Project Cost (if Renaissance Zone or CORE Program)			
Anticipated Use Upon Completion:			
Estimated Start Date:		Estimated Completion Date:	
Building Area Upon Completion (SF):		Number of Stories Upon Completion:	

PROJECT DESCRIPTION

Complete project description including all proposed rehabilitation or construction work, both exterior and interior, updates, modifications, additions, and/or removals. Include a full list of proposed exterior materials, colors and alterations. List any streetscape elements and landscaping proposed with the project.

FOR RENAISSANCE ZONE PROJECTS ONLY:

RENAISSANCE ZONE PROJECT INFORMATION

Current Employees (Full-time equivalent):		Anticipated Employees (Full-time equivalent):	
Current Building Value: (taxable improvement value)		Estimated Building Value Upon Completion: (taxable improvement value)	
Estimated Property Tax Benefit: (total over five years)		Estimated State Income Tax Benefit: (total over five years)	

Type of Business (commercial lease projects only)

- ☐ New Business moving to Bismarck Renaissance Zone ☐ Expanding Business moving to Bismarck Renaissance Zone ☐ Existing Business Expanding within Bismarck Renaissance Zone ☐ Continuation of a lease within a building rehabilitated as a Renaissance Zone project

Is this property your primary place of residence? (Primary residential projects only)

☐ Yes ☐ No

CONFIDENTIAL INFORMATION

This application is an open record under NDCC 44-04 and will be available to the public for review. Telephone numbers and e-mail that are provided to the Community Development Department for the purpose of communicating with an applicant are exempt from this requirement and are considered to be confidential/non-public information.

This portion of the application must be completed, but it will be kept separate from the rest of the application and the contact information contained herein will not be available to the public for review.

APPLICANT

Name:			
Daytime Phone Number:		E-mail:	

PROPERTY OWNER (IF DIFFERENT THAN APPLICANT):

Name:			
Daytime Phone Number:		E-mail:	

CONTACT PERSON/AGENT (IF DIFFERENT THAN APPLICANT/PROPERTY OWNER):

Name:			
Daytime Phone Number:		E-mail:	

APPLICATION DEADLINES:

The Renaissance Zone Authority regularly meets on the Second Thursday of each month at 4:00 pm in the in the David J. Blackstead Meeting Room, City-County Office Building, 221 North 5th Street, Bismarck, North Dakota. For consideration during a monthly meeting:

- **Renaissance Zone** and **CORE Incentive Grant Program** applications are due by 5:00 pm on the **Monday that is 24 calendar days** prior to that meeting, and
- **Downtown Design Review** applications are due by 5:00 pm on the **Monday that is 17 calendar days** prior to that meeting.

REQUIREMENTS, POLICIES, AND GUIDELINES:

Downtown programs are administered according to the following written documents, each of which are available on the City of Bismarck website. Links are provided on digital versions of this application.

- **Downtown Design Review:** Section 14-04-21.1 (Downtown Core) & Section 14-04-21.2 (Downtown Fringe) of the City of Bismarck Code of Ordinances, and the 2015 Downtown Design Guidelines.
- **Renaissance Zone Designation:** City of Bismarck Renaissance Zone Development Plan and the North Dakota Renaissance Zone Program Guidelines, both summarized in the Renaissance Zone Program Information Guide.
- **CORE Incentive Grants:** The CORE Incentive Grant Program Regulations.

CERTIFICATION:

Applicant certifies that, to the best of his/her knowledge and belief, the information contained in the application and attached hereto is true and correct. Applicant also certifies that he/she understands all written requirements, policies, and guidelines of the Bismarck Renaissance Zone Authority, the City of Bismarck, and/or the State of North Dakota governing the use of the procedure or program being applied for:

An Applicant for the CORE Façade Incentive Grant program agrees to retain any façade improvements partially or fully funded through this grant for a term of at least five (5) years after the disbursement of funds. An owner of the property must notify the City of an intent to materially change said improvements during this five-year term and may be required to repay all or part of the funds awarded, at the discretion of the City Commission. The applicant also agrees that if the property is sold during the five-year term, this restriction will follow the property for the remainder of the five-year term and that the applicant will make this restriction a condition of the sale or, if not, pay back the CORE grant in full.

(Applicant's Signature)

(Date)

If the property owner(s) and applicant are different, the property owner certifies that he/she has full knowledge of this application and consents to its submission:

(Property Owner's Signature, if different)

(Date)

(Additional Property Owner's Signature, if applicable)

(Date)

THE FOLLOWING CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH THE APPLICATION FORM:

CITY SUBMISSION CHECKLIST

Applying for:

<input type="checkbox"/> All Downtown Programs	Application Fee of \$100.00	Submitted <input type="checkbox"/>	N/A <div></div>
<input type="checkbox"/> Downtown Design Review	<p>A scaled and dimensioned site plan showing building location, adjacent structures, off-street parking, driveways, landscaping, and streetscape elements including street lights, benches, etc.</p> <p>Building plan showing proposed elevations with exterior building material(s) and color(s) clearly defined for all sides, and the locations of any mechanical, electrical, or utility-related equipment</p> <p>Samples of materials, if new building or addition to existing building</p>	<p>Submitted <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<input type="checkbox"/> Façade Incentive Grant Program	<p>Exterior photographs of current building façade(s)</p> <p>Exterior building condition assessment form (available from website)</p> <p>Sketches or renderings of proposed façade(s), including changes to material(s) and color(s) indicated</p> <p>Three (3) written bids or cost estimates to perform work from licensed contractors</p>	<p>Submitted <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>N/A <div></div> </p>
<input type="checkbox"/> Technical Assistance Bank	<p>Preliminary scope of work</p> <p>Exterior photographs of the facade for projects involving facade improvements</p> <p>Photographs of the interior for projects involving interior improvements</p>	<p>Submitted <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>N/A <div></div> </p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<input type="checkbox"/> Housing Incentive Grant Program	<p>Exterior Photographs of existing building or site</p> <p>Three (3) written bids or cost estimates to perform work from licensed contractors</p> <p>Interior photographs of space to be converted or rehabilitated</p> <p>A scaled and dimensioned site plan showing building location, adjacent structures, off-street parking, driveways, landscaping, and streetscape elements including street lights, benches, etc.</p> <p>Building plan showing proposed elevations with exterior building material(s) and color(s) clearly defined for all sides, and the locations of any mechanical, electrical, or utility-related equipment</p> <p>Samples of materials, if new building or addition to existing building</p>	<p>Submitted <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>N/A <div></div> </p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

☐ **Sidewalk Subsurface
Infill Grant Program**

Exterior photographs of building showing location of areas to be filled

Submitted

☐

N/A

Exterior building condition assessment form

☐

Three (3) written bids or cost estimates to perform work from licensed contractors

☐

☐ **Renaissance Zone
Designation**

Current photos of property, relevant to project scope:

Submitted

☐

N/A

Certificate of Good Standing from the Office of the State Tax Commissioner

☐

Business Incentive Agreement from the Department of Commerce (for all non-residential projects)

☐
☐

Exterior building condition assessment form (available from website)

☐
☐

Site plan showing building location, adjacent structures, off-street parking, driveways, landscaping, and streetscape elements including street lights, benches, etc.

☐
☐

Building plan showing proposed elevations with exterior building material(s) and color(s) clearly defined for all sides, and the locations of any mechanical, electrical, or utility-related equipment

☐
☐